



The Committee of Spalding and District U3A have agreed to budget for a small fund to be made available to support Groups.

This fund to be known as the **Promotional Fund** and will only be available to support groups in line with the constitution and that is to help them to promote/advertise their events or activities to encourage new members.

Maximum amount that can be applied for in any one year is **£50** and the Committee’s decision will be final.

No member of Spalding and District U3A will profit from use of the fund.

**Conditions of grant eligibility**

- Any locally printed promotional materials should include the U3A official logo.
- Cost of printing can be claimed at a maximum of 4p per page (this can be done by the Spalding and District U3A Secretary)
- Any event or activity must be open to the general public
- U3A promotional materials supplied by National Office must be made available at the event or activity
- The fund is not to be used for funding the regular group meetings
- Travel expenses cannot be met from this fund

**The completed form should be sent to the Group Coordinator who will then present to the Committee for a decision. If necessary the Group Leader will be contacted for any clarification required.**

The sum of £ \_\_\_\_\_ is requested by \_\_\_\_\_ Group Leader of the \_\_\_\_\_ Group which has \_\_\_\_\_ members and is requesting the money to enable the group to \_\_\_\_\_ (please provide as much information as possible on the activity you wish to promote)

| Item fund requested for | £ |
|-------------------------|---|
|                         |   |
|                         |   |
|                         |   |
|                         |   |

**On approval item/s can be purchased and reimbursement will be made on production of relevant receipts**

**Sum authorised**  
**Date approved/not approved**  
 (delete as appropriate)

Signed \_\_\_\_\_ Chair of Committee